Jacaranda Festival JF26 Pre Event Set Up Tasks

FRIDAY		Lead	Helpers
9:30 am	Load assets at storage shed	Kenn	JK, BF, GF, CC, GD
9:30 am	AxR "Road Team" collect their assets	Clive Pe & RP	
9:30 am	Collect assets for Saturday morning local event space	Chris W	
morning	Get key to JJ Reserve	GF	
morning	Get key to Power Board	GF	
morning	Open Power Board near gazebo	GF	
afternoon	Get key to Giddens Office	Chris W	
afternoon	Ensure Air Conditioning in Giddens office is set up: sta	Chris W	
afternoon	Get key to disabled toilets	Chris W	
afternoon	Check with Dentist re power leads	Chris W	
afternoon	Set up extension lead at Dog Groomer	Chris W	
afternoon	collect keys from Ax Primary School	Clive Pearson	
afternoon	secure toilet area at bottle shop for overnight	Chris W	-
SATURDAY			Need 24 cones to GF/CW.
at will	reconfirm with 3 MacDonald Street households	Peter	
10:00 am	Toilets Delivery	Chris D	
10:00 am	Generator Delivery	Chris D	
11:00 am	Test Generator & Set Up fencing	Chris D	
noon	close out two small car parks and advise GG	Chris W	need signs (collect Friday)
noon	position cones by Mont car park and west.	Chris W	7 cones
noon	position cones by GG water point	Chris W	1 cone
noon	position cones by Dog Groomer for water.	Chris W	3 cones
2:00 pm	Crowd barriers arrive/installed	BF	Removed Monday morning
2:30 pm	Bean Bags deliverd to Giddens office	BF	Removed Monday morning
2:30 pm	Close of GG event space	CW	15 cones
2:30 pm	Deliver Club assets & position appropriately	Kenn	JK, BF, GF, SP, CC
2:30 pm	Block off Nic & Kolo BBQ zone	CW	
2:30 pm	Block off 7 Spices BBQ zone	CW	
3:30 pm	CoM & Go@Cupt assets to Food Zone (gazebo)	Oliver	
3:30 pm	Go2Cup Truck into position	GF	Max 5 meters length
after 3:30 pm	3 Water Tanks. Protect with cones and chocks	GF	Remove after 4:30 pm Sunday
3:30 pm	Delivery of AKA Assets	Mal	
3:30 pm	Confirm with Wild	CW	
3:45 pm	Event Asset Construction commences	Mal	
4:00 pm	get key to emergency space under 7 Spices	CW	All keys to GF to hold
4:00 pm	Install some signage at entry points	KW	MM, SP, JamieK, DF
4:00 pm	Site Mark Out	John K	MB, GF,CD, CW, PMcE, AH, GD
4:30 pm	Road Team set up car parking barriers at school and JJ reserve	RP	TBC
5:00 pm	Erect certain 7 pop up gazebos ?	BF	GM
5:00 pm	AKA Hire positions tables and chairs	Mal	
5:00 pm	Move bike racks by Nic&Kolo	GF	
5:00 pm	Put Cones in car parks (Maitlaw and Mack Realty)	CW	6 from above
5:00 pm	Put Cones in car parks (New Dentist and Dog Groomer)	CW	3 from above
5:00 pm	Block off Giddens Car Park	CW	
5:00 pm	Seal local rubbish bins	Oliver	
5:00 pm	Put eski/bottled water in Giddens office	CW	
5:30 pm	Deliver gazebo weights by forklift to locations	Mal	LDS, BF
5:30 pm	"No overnight parking" signs up	Kenn	seal off 7 spices 2 cones
8:00 pm	Overnight Security on Site	BF	Finish 5:30 am